

Alabama Women's Commission



Functional Analysis & Records Disposition Authority

**Presented to the
State Records Commission
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Table of Contents

Functional and Organizational Analysis of the Alabama Women’s Commission	3
Sources of Information	3
Historical Context	3
Agency Organization	5
Agency Function and Subfunctions	5
Records Appraisal of the Alabama Women’s Commission	8
Temporary Records	8
Permanent Records	8
Permanent Records List	12
Alabama Women’s Commission Records Disposition Authority	13
Explanation of Records Requirements.....	13
Records Disposition Requirements	14
Promoting	14
Conducting Research	15
Raising Funds	15
Administering Internal Operations: Managing the Agency	16
Administering Internal Operations: Managing Finances.....	18
Administering Internal Operations: Managing Human Resources.....	19
Administering Internal Operations: Managing Properties, Facilities, and Resources.....	21
Requirement and Recommendations for Implementing the Records Disposition Authority (RDA)	23

Functional and Organizational Analysis of the Alabama Women's Commission

Sources of Information

- Code of Alabama 1975 § 41-9-410 through § 41-9-414
- Alabama Acts 1971-1937, 1994-307, 2010-509, 2016-247
- Equal Pay Act of 1963, Pub. L. No. 88-38, 77 Stat. 56
- Civil Rights Act of 1964, Pub. L. 88-352, Title VII, § 701
- Alabama Government Manual (2018)
- Brown, Mitchell and Kathleen Hale. "State-wide Assessment of Alabama Women 65+: Organizations, Practices, and Participant Perspectives: Final Report to the Alabama Women's Commission." November 2011.
https://alwomenscommission.com/_pdf/2010%20Age%2065+%20Final%20Grant%20Report.pdf.
- Gwiazda, Henry J., and Susan D'Entremont. "Guide to the United States President's Commission on the Status of Women Records." John F. Kennedy Library. Accessed February 25, 2021.
<https://www.jfklibrary.org/sites/default/files/archives/USPCSW/USPCSW-FA.xml>.
- Peters, Sarrah. "History Comes Alive at A Walk Through Time." *The Messenger* [newspaper serving the Gadsden-Etowah County area]. October 13, 2017. Accessed August 31, 2020. <https://gadsdenmessenger.com/2017/10/13/history-comes-alive-at-a-walk-through-time/>.
- Zugazaga, Carole, Denise Davis-Maye, and Rosemary Stafford. "The Status of Women with Children Age One and Below in Alabama." September 2008.
https://alwomenscommission.com/_pdf/WC%20Final%20Report%20with%201%20extra%20page.pdf.

Historical Context

The 1960s was a turbulent decade in the United States; in addition to events like the Civil Rights Movement and the Vietnam War, women during this time fought against discriminatory practices and secured legal rights in the areas of marriage, employment, healthcare, and education. President John F. Kennedy demonstrated support for women's issues by establishing the President's Commission on the Status of Women in 1961, with Eleanor Roosevelt serving as the Commission's first chair. In its final 1963 report titled *American Women*, the Commission reported on the needs of women in the United States, made recommendations for legislation and services to benefit women, and called for the creation of state-level commissions to continue the work of improving the status of women.¹

¹ Henry J. Gwiazda and Susan D'Entremont, "Guide to the United States President's Commission on the Status of Women Records," John F. Kennedy Library, accessed February 25, 2021, <https://www.jfklibrary.org/sites/default/files/archives/USPCSW/USPCSW-FA.xml>.

Following the recommendations in *American Women*, the Alabama Federation of Business and Professional Women's Clubs wrote a letter to Governor George Wallace urging the creation of a caucus or commission on the status of women in Alabama. Governor Wallace created a temporary Governor's Committee on the Status of Women in 1963. Following years of lobbying by Alabama women and legislators, the Legislature established an independent Alabama Women's Commission in 1971.² Among the act's sponsors was Retha Deal Wynot, a former teacher at East Gadsden Junior High School who was the second woman to serve in the state legislature.³

The Alabama Women's Commission's original mandate was to serve as "a continuing vehicle for the determination of effective policy and legislation in the areas which will affect Alabama's women."⁴ During the 1970s and 1980s, the Commission held regular public hearings in every congressional district in which women could speak about "whatever needs they [felt] affect[ed] them, their families, the community, and women in general."⁵ The hearings served as forums to speak on various topics, including discrimination in employment, education, and sports and the development of services for alcoholism, domestic abuse, and sexual assault. The Commission took an official stand of neutrality on sensitive or controversial issues, including the U.S. Supreme Court ruling in *Roe v. Wade* and the Equal Rights Amendment of 1972.⁶

Throughout the 1970s, the Commission investigated and reported on conditions at numerous facilities for women including women's prisons, mental health centers, hospitals, and rehabilitation centers. In 1980, the Commission published *Citations from Alabama Law*, citing all Alabama Code provisions which contained distinctions based on sex. The Commission worked with the Alabama Women's Hall of Fame to nominate outstanding women and occasionally participated in investiture ceremonies.⁷

The Legislature passed Alabama Act 1994-307 as part of an effort to promote the appointment of women to government positions. This act required the Commission to submit an annual report to the Alabama Secretary of State's Office documenting the number and proportion of women appointed to state and public boards, commissions, authorities, and committees during the preceding year.

The Commission's duties, funding, and terms of office changed in 2010 with Act 2010-509. This act broadened the Commission's purpose to include promoting public awareness of women's contributions and needs; researching and reporting on the needs of women; facilitating discussion of matters related to women; and communicating and collaborating with federal, state, local, and international bodies concerned with the status of women. The Commission is

² Alabama Act 1971-1937.

³ Sarrah Peters. "History Comes Alive at A Walk Through Time." *The Messenger* [newspaper serving the Gadsden-Etowah County area]. October 13, 2017. Accessed August 31, 2020. <https://gadsdenmessenger.com/2017/10/13/history-comes-alive-at-a-walk-through-time/>.

⁴ Alabama Act 1971-1937.

⁵ Lois Gillis, "An Overview of the Activities and Accomplishments of the Alabama Women's Commission: 1971-1981," 1981, Box 79, Item 20, Closed Stacks Pamphlet Collection, Alabama Department of Archives and History, Montgomery, Alabama, 2.

⁶ Gillis, "An Overview of the Activities and Accomplishments of the Alabama Women's Commission," 3-4.

⁷ Gillis, "An Overview of the Activities and Accomplishments of the Alabama Women's Commission," 7-10.

empowered to research, assemble, and disseminate educational materials to assist Alabama women and also to evaluate and monitor legislation related to women's issues. Most recently, Act 2016-247 modified the Commission's membership and specified the number of members constituting a quorum.

Agency Organization

The Alabama Women's Commission is made up of fifteen members, consisting of three members of the House of Representatives, appointed by the Speaker of the House; two state senators, appointed by the President pro tempore of the Senate; and ten members appointed by the Governor, seven of whom must be women. Each congressional district must be represented among the Governor's appointees. The legislators serve two-year terms, while the members appointed by the Governor serve three-year terms.⁸ Currently, the terms of the Governor's appointees are not staggered.

The Commission is mandated to meet at least three times annually.⁹ A chairperson is elected from among the membership, along with a vice-chairperson. Although the founding legislation makes provision for office space, equipment, and employees, the Commission does not maintain an office as of April 2021.¹⁰ The Alabama Department of Labor acts as a fiscal agent for the Commission, and the Commission employs one full-time staff member.

Agency Function and Subfunctions

The mandated function of the Alabama Women's Commission is to serve as a continuing vehicle for the determination of effective policy and legislation in the areas that will affect Alabama's women.¹¹ As such, it is one of the agencies responsible for performing the Public Advocacy function of Alabama government as described in the "Functional Analysis of Alabama Government."

In the performance of its mandated function, the commission may engage in the following subfunctions:

- **Promoting.** The Alabama Women's Commission promotes awareness and interest in the status of women and the issues they face through a variety of activities. To celebrate and reflect on women's history, the Commission partners with other governmental agencies and external organizations on national campaigns and events such as Women's History Month and the Women's Suffrage Centennial. In accordance with the Code of Alabama 1975 § 41-9-416, the Commission monitors and analyzes legislation and public policy issues that affect Alabama women and advises the Governor and Legislature on these issues. To further awareness of legislation affecting women and children in

⁸ Code of Alabama 1975 § 41-9-410.

⁹ Code of Alabama 1975 § 41-9-412.

¹⁰ Code of Alabama 1975 § 41-9-411.

¹¹ Code of Alabama 1975 § 41-9-413.

Alabama, the Commission may issue resolutions reflecting its stance, sponsor publicity campaigns, and distribute publicity materials to the public.

- **Conducting Research.** The Code of Alabama 1975 § 41-9-413 charges the Alabama Women’s Commission with the responsibility to “research, assemble, analyze, and disseminate pertinent data and educational materials relating to activities and programs which will assist in meeting the needs of women.” In the performance of this subfunction, the Commission may conduct studies or, as funds permit, award grants to educational institutions to study and better understand matters of concern to women in Alabama.¹² In 2007, for example, the Commission awarded a grant to the Auburn University Department of Sociology, Anthropology, and Social Work to examine the challenges facing women with children ages one and younger. The study highlighted the most significant issues for this population, including postpartum depression and childcare access. The study also identified risk factors that can increase infant mortality rates.¹³ A 2011 survey conducted by Auburn University’s Department of Political Science studied the needs of senior women in Alabama and described the services available to this population.¹⁴ The Commission’s research activities inform the agency’s priorities and shape the state’s efforts to support women and children in Alabama.
- **Raising Funds.** The Code of Alabama 1975 § 41-9-416 authorizes the Alabama Women’s Commission to “accept, disburse, and allocate any funds that may become available from other governmental and private sources, provided that all such funds shall be disbursed or allocated in compliance with any specific designation stated by the donor.” Funds received by the Commission are deposited into the Women’s Commission Fund, a special fund in the State Treasury. Donations to the Women’s Commission Fund supplement the Commission’s appropriations from the Alabama General Fund. The Commission may raise funds through activities including, but not limited to, the orchestration of events, distribution of publicity materials, and outreach to potential donors.
- **Administering Internal Operations.** A significant portion of the agency’s work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency including:

Managing the Agency: Activities include internal office management activities common to most government agencies such as corresponding and communicating, scheduling, meeting, documenting policy and procedures, reporting, litigating, legislating (drafting, tracking), publicizing and providing information, managing records, and managing information systems and technology.

¹² Code of Alabama 1975 § 41-9-416(e).

¹³ Carole Zugazaga, Denise Davis-Maye, and Rosemary Stafford, “The Status of Women with Children Age One and Below in Alabama,” September 2008, https://alwomenscommission.com/_pdf/WC%20Final%20Report%20with%201%20extra%20page.pdf.

¹⁴ Mitchell Brown and Kathleen Hale, “State-wide Assessment of Alabama Women 65+: Organizations, Practices, and Participant Perspectives: Final Report to the Alabama Women's Commission,” November 2011, https://alwomenscommission.com/_pdf/2010%20Age%2065+%20Final%20Grant%20Report.pdf.

Managing Finances: Activities include budgeting (preparing and reviewing budget package, submitting the budget package to the Department of Finance, and documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting in the audit process. *Note: As of April 2021, the Alabama Department of Labor is the agency responsible for providing certain financial and accounting service support to the Alabama Women's Commission.*

Managing Human Resources: Activities include recruiting and hiring eligible individuals to fill positions within the agency; providing compensation to employees; providing benefits to employees such as leave, health insurance, unemployment compensation, worker's compensation, injury compensation, retirement, and death benefits; supervising employees by evaluating performance, granting leave, and monitoring the accumulation of leave; training and providing continuing education for employees; and investigating and disciplining. *Note: As of April 2021, the Alabama Department of Labor is the agency responsible for providing certain human resources support to the Alabama Women's Commission.*

Managing Properties, Facilities, and Resources: Activities include inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; leasing and/or renting offices or facilities; providing security for property managed by the agency; insuring property; and assigning, inspecting and maintaining agency property. *Note: As of April 2021, the Alabama Department of Labor is the agency responsible for providing certain property, facility, and resource management support to the Alabama Women's Commission.*

Records Appraisal of the Alabama Women's Commission

The following is a discussion of the two major categories of records created and/or maintained by the Commission: Temporary Records and Permanent Records.

Temporary Records

Temporary records should be held for what is considered their active life and be disposed of once all fiscal, legal, and administrative requirements have been met. Some of the temporary records created by the Commission are discussed below:

- **Grant Applications and Application Materials Received.** The Commission receives grant applications from educational institutions to carry out research on the status and needs of women in Alabama. These records should be retained for six years after submission of the final report, the conclusion of the grant, or rejection of the grant in order to satisfy grant requirements.
- **Register of Administrative Rules.** According to the Code of Alabama 1975 § 41-22-6 through § 41-22-7, agencies must compile and maintain “an official register of regulations which shall be compiled, indexed, published in loose-leaf form, and kept up to date...” This “official register of regulations” is known as “The Alabama Women’s Commission Code” and must be made available upon request to all persons. Since the register must be updated on an ongoing basis, it is to be retained until superseded.
- **Administrative Rule Change Working Files.** The Alabama Administrative Procedure Act (Code of Alabama 1975 Title 41 Chapter 22) details the steps which an agency must follow when updating its administrative rules. Working files are produced in the course of the proposal, adoption, amendment, and/or repeal of administrative rules. Records in this series may include, but are not limited to, the following: received public comments, economic impact statements, and business impact analyses. A retention of one year after adoption, amendment, repeal, or rejection of an administrative rule permits review by staff when considering similar rules.

Permanent Records

The Archives Division has appraised the following records as permanent.

Promoting

- **Representational Final Versions of Informational and Promotional Materials.** These records are created to build public awareness about a variety of issues and department-related activities. Examples of these records include, but are not limited to, press releases, brochures, and advertisements for special events. The publications document the activities of the Alabama Women’s Commission and how it views these activities. **(Bibliographic Title: Publicity Files)**

- **Selection of Representative Photographs (Including High-Quality and/or Published Photographs).** This series includes photographs taken by department staff or contractors for informational and promotional purposes. A selection of the department's representative photographs, including high-quality photographs and/or photographs published in informational and promotional materials, provides visual documentation of the department's significant activities. This selection is to be retained permanently. Photographs outside of this representative selection, including duplicative and poor photographs, are to be retained for useful life. Copyright and reproduction records including, but not limited to, use agreements, release forms, service request forms, and requests for permission to reproduce or publish photographs, are to be retained for the life of the photograph and may be permanent if related to photographs with a permanent retention. Photographs taken for internal or reference use are to be retained for useful life. **(Bibliographic Title: Photographs)**

- **Final and/or Edited Audiovisual Materials.** This series includes audio and/or video recordings taken by department staff or contractors for informational or promotional purposes. Final and/or edited recordings document the department's activities and are to be retained permanently. Copyright and reproduction records including, but not limited to, use agreements, release forms, service request forms, and requests for permission are to be retained for the life of the recording. Stock or raw footage is to be retained for useful life. Recordings taken for internal or reference use are also to be retained for useful life. **(Bibliographic Title: Audio/Visual Recordings)**

Conducting Research

- **Grant Records – Grant Project Final Narrative Reports.** The Commission disburses grants to educational institutions for the purpose of facilitating research and analysis of the needs of women in Alabama. These records document how grants are implemented to the benefit of Alabamians. **(Bibliographic Title: Grant Reports)**

Raising Funds

- **Records of Donations – Records of Significant Donations (as determined by the Commission).** The Commission accepts financial donations of varying amounts. Records documenting significant donations should be retained permanently to demonstrate funding sources contributing to Alabama Women's Commission events, projects, and programs. **(Bibliographic Title: Not Applicable) (Maintained by the Alabama Women's Commission)**

- **Fundraising and Special Event Files – Final Narrative Reports.** The Commission orchestrates and hosts conferences, talks, and other events to educate the public about issues facing women in Alabama and to raise funds for the Commission. The final narrative reports created by the Commission to promote and describe events provides documentation of the Commission's significant activities. Publicity materials advertising special events are covered under the record series "Representational Final Versions of Informational and Promotional Materials" under the "Promoting" subfunction above.

(Bibliographic Title: Not Applicable) (Maintained by the Alabama Women's Commission)

Administering Internal Operations

- **Meeting Minutes, Agendas, and Packets of the Alabama Women's Commission.** The Women's Commission's meeting agendas, minutes, and packets document the decisions and actions of the Commission. These records provide important information and documentation of the Commission's actions that cannot be found elsewhere. **(Bibliographic Title: Meeting Files)**
- **Alabama Women's Commission Member Files – Biographical and Historical Information.** These records include biographical description and other historical data related to the agency's Commission members. These records provide important documentation of the Commission composition. **(Bibliographic Title: Commission Member Biographical Files)**
- **Policies and Procedures - Policies and procedures governing core functions and services.** These records document the agency's role in promulgating policies governing critical operations. The scope of the series does not include policies concerning the administration of routine, internal operations. **(Bibliographic Title: Policies and Procedures)**
- **Certified Copies of Administrative Rules.** The Alabama Administrative Code is a compilation of the rules of all state agencies covered by the Alabama Administrative Procedure Act. Each agency covered by the Act may propose and adopt revisions to its administrative rules. According to the Code of Alabama 1975 § 41-22-6, "each agency shall have an officer designated as its secretary and shall file in the office of the secretary of the agency a certified copy of each rule adopted [by the agency]." **(Bibliographic Title: Not Applicable) (Maintained by the Alabama Women's Commission)**
- **Administrative Files that Document Policy, Process, and Procedure.** These records, which include official correspondence of the agency, document actions and positions of the agency. They do not include correspondence dealing with routine matters. These records include, but are not limited to, correspondence with state officials, legal/advisory correspondence, subject files, and other significant correspondence. **(Bibliographical Title: Administrative Files)**
- **Annual and Other Periodic Reports.** These records include reports created by the agency that document its critical activities. Some agencies must submit an annual report to the Governor and/or the legislature by statute. The frequency of report publications may vary (annual, biannual, quarterly, etc.). Interim reports that contain the same substantive information as a corresponding annual or other periodic report need not be retained permanently. Where no agency annual report exists, or where the agency annual report does not adequately document activities of the agency, then division annual reports should be retained. **(Bibliographic Title: State Publications)**

- **Special Reports.** These records include reports created by the agency for the public or the Legislature pertaining to a specific topic, subject area, or special project. Special reports may be prepared on an irregular schedule. Interim reports that contain the same substantive information as a corresponding special report need not be retained permanently. **(Bibliographic Title: State Publications)**
- **Newsletters.** These records include newsletters and bulletins which provide recipients with information regarding the activities of the Commission; highlights of the Commission's projects and programs; news and announcements; and upcoming events. These publications document the agency's outreach to key stakeholders and the public. **(Bibliographic Title: State Publications)**
- **Website(s) and Social Media Page(s).** The Commission has a website at alwomenscommission.com and social media pages with Facebook and Twitter. Information on the website includes grant updates and reports, educational resources, notices of events, and news releases. ADAH staff capture and preserve the agency's website(s) and other social media page(s) via a service offered by the Internet Archive [Archive-It]. Any content behind password protection or login would not be captured by the ADAH. Check with the ADAH website at www.archiveit.org/organizations/62 to ensure that your agency's website(s) and social media page(s) are captured and preserved. If your agency's website(s) and social media page(s) are not being captured by the service, please contact the Archives Division at 334-242-4452 to get them included. **(Bibliographic Title: Website and Social Media Sites)**

Permanent Records List Alabama Women's Commission

Promoting

1. Representational Final Versions of Informational and Promotional Materials
2. Selection of Representative Photographs (Including High-Quality and/or Published Photographs)
3. Final and/or Edited Audiovisual Materials

Conducting Research

1. Grant Records – Grant Project Final Narrative Reports

Raising Funds

1. Records of Donations – Records of Significant Donations (as determined by the Commission)*
2. Fundraising and Special Event Files – Final Narrative Reports

Administering Internal Operations

1. Meeting Minutes, Agendas, and Packets of the Alabama Women's Commission
2. Alabama Women's Commission Member Files – Biographical and Historical Information
3. Policies and Procedures – Policies and procedures governing core functions and services
4. Certified Copies of Administrative Rules*
5. Administrative Files that Document Policy, Process, and Procedure
6. Annual and Other Periodic Reports
7. Special Reports
8. Newsletters
9. Website(s) and Social Media Page(s)

*indicates records that the Alabama Women's Commission determined should be retained permanently and that ADAH anticipates will remain in the care and custody of the creating agency. All other permanent records are to be transmitted to the ADAH once they are no longer in active use by the Alabama Women's Commission.

Alabama Women's Commission Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975 § 41-13-5 and 41-13-20 through 21. It was compiled by the Archives Division, Alabama Department of Archives and History (ADAH), which serves as the Commission's staff, in cooperation with representatives of the Agency. The RDA lists records created and maintained by the Agency in carrying out their mandated functions and activities. It identifies records which must be maintained permanently and ultimately transferred to the ADAH; establishes retention periods for temporary records; and provides the legal authority for the Agency to implement destruction of eligible records.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and may be made available to members of the public. Records also must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, 36-12-4, and 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the agency records manager or ADAH Archives Division at (334) 242-4452.

Explanation of Records Requirements

The RDA shall govern the disposition of all records, regardless of format, created by the agency from creation to dissolution. Please contact the staff of the Department of Archives and History before destroying any records created prior to 1940.

This RDA supersedes any previous records disposition schedules or RDAs governing the retention of the records created by the Agency. Copies of superseded schedules are no longer valid and may not be used for records disposition.

The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.

Certain other record-like materials are not actually regarded as official records and may be disposed of under this RDA. Such materials include (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document agency activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes, may include, but are not limited to, telephone call-back messages, drafts of ordinary documents not needed for their evidential value,

copies of material sent for information purposes but not needed by the receiving office for future business, and internal communications about social activities; (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Agency and lists the groups of records created and/or maintained as a result of activities and transactions performed in carrying out these subfunctions. The Agency may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular biannual meetings.

Promoting

REPRESENTATIONAL FINAL VERSIONS OF INFORMATIONAL AND PROMOTIONAL MATERIALS

Disposition: PERMANENT RECORD.

Informational and Promotional Working Files

Disposition: Temporary Record. Retain for useful life.

Photographs

- a. SELECTION OF REPRESENTATIVE PHOTOGRAPHS (INCLUDING HIGH-QUALITY AND/OR PUBLISHED PHOTOGRAPHS)

Disposition: PERMANENT RECORD.

- b. Photographs Outside of Representative Selection (Including Duplicative and Poor Photographs)

Disposition: Temporary Record. Retain for useful life.

- c. Copyright and Reproduction Records for Photographs

Disposition: Retain for life of photograph.

- d. Photographs Taken for Internal or Reference Use

Disposition: Temporary Record. Retain for useful life.

Audiovisual Recordings

- a. FINAL AND/OR EDITED AUDIOVISUAL RECORDINGS

Disposition: PERMANENT RECORD.

- b. Footage (Including Stock and Raw Audiovisual Recordings)

Disposition: Temporary Record. Retain for useful life.

- c. Copyright and Reproduction Records for Audiovisual Recordings
Disposition: Retain for life of recording.
- d. Audiovisual Recordings Taken for Internal or Reference Use
Disposition: Temporary Record. Retain for useful life.

Conducting Research

Grant Records

- a. GRANT PROJECT FINAL NARRATIVE REPORTS
Disposition: PERMANENT RECORD.
- b. Grant Applications and Application Materials Received
Disposition: Temporary Record. Retain 6 years after submission of final report, conclusion of the grant, or rejection of application.
- c. Grant Financial Reports
Disposition: Temporary Record. Retain 6 years after submission of final report or conclusion of the grant, or two years after audit, whichever is longer.
- d. Supporting Documentation
Disposition: Temporary Record. Retain 6 years after submission of final report or conclusion of the grant, or two years after audit, whichever is longer.

Raising Funds

Records of Donations (may include correspondence, pledge or commitment forms, financial databases, or other records)

- a. RECORDS OF SIGNIFICANT DONATIONS (AS DETERMINED BY THE COMMISSION)
Disposition: PERMANENT RECORD. Retain in office.
- b. Records of Donations that Span Multiple Years
Disposition: Temporary Record. Retain 7 years after the final pledge payment.
- c. Records of Restricted Donations
Disposition: Temporary Record. Retain 7 years after fulfillment of the purpose of the restriction.
- d. Records of Planned-Giving Donations
Disposition: Temporary Record. Retain 7 years after the receipt of bequest or fulfillment of any restricted purpose.

- e. Records of Other Donations
Disposition: Temporary Record. Retain 7 years.
- f. Donor Files, including Donor-Relations Database
Disposition: Temporary Record. Retain for useful life.

Fundraising and Special Event Files

- a. Final Narrative Reports
Disposition: PERMANENT RECORD.
- b. Critical Planning Documentation
Disposition: Temporary Record. Retain 5 years.
- c. Lists of Attendees or Participants, Attendance Logs and Sign-in Sheets, Program Evaluation Forms, and other records
Disposition: Temporary Record. Retain until completion of final narrative report. If no report is required, retain for useful life.

Administering Internal Operations: Managing the Agency

MEETING MINUTES, AGENDAS, AND PACKETS OF THE ALABAMA WOMEN'S COMMISSION

Disposition: PERMANENT RECORD.

Alabama Women's Commission Member Files

- a. BIOGRAPHICAL AND HISTORICAL INFORMATION
Disposition: PERMANENT RECORD.
- b. Commission Appointment Letters
Disposition: Temporary Record. Retain the length of the commission term.
- c. Other Files about Commission Members
Disposition: Temporary Record. Retain for useful life.

Policies and Procedures

- a. POLICIES AND PROCEDURES GOVERNING CORE FUNCTIONS AND SERVICES
Disposition: PERMANENT RECORD.
- b. Policies and procedures concerning internal operations, including the administration of finances, personnel, properties, facilities, and resources
Disposition: Temporary Record. Retain 3 years.

CERTIFIED COPIES OF ADMINISTRATIVE RULES

Disposition: PERMANENT RECORD. Retain in office.

Register of Administrative Rules

Disposition: Temporary Record. Retain until superseded.

Administrative Rule Change Working Files

Disposition: Temporary Record. Retain 1 year after adoption, amendment, repeal, or rejection of the rule.

ADMINISTRATIVE FILES THAT DOCUMENT POLICY, PROCESS, AND PROCEDURE

Disposition: PERMANENT RECORD.

ANNUAL AND OTHER PERIODIC REPORTS

Disposition: PERMANENT RECORD.

SPECIAL REPORTS

Disposition: PERMANENT RECORD.

NEWSLETTERS

Disposition: PERMANENT RECORD.

Routine Correspondence

Disposition: Temporary Record. Retain 3 years.

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Legislative Files (drafts of proposed agency-sponsored legislation, tracking files and records)

Disposition: Temporary Record. Retain for useful life.

Records documenting the implementation of the agency's approved RDA (copies of transmittal forms to Archives or State Records Center, evidence of obsolete records destroyed, and annual reports to State Records Commission)

Disposition: Temporary Record. Retain 10 years.

Signed Copies of Approved RDA

Disposition: Temporary Record. Retain until superseded.

Computer Systems Documentation (Hardware/Software Specifications and Warranties)

Disposition: Temporary Record. Retain documentation of former system 1 year after audit for the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

WEBSITE(S) AND SOCIAL MEDIA PAGE(S)

Disposition: PERMANENT RECORD.

Note: ADAH staff capture and preserve the agency's website and social media pages via a service offered by the Internet Archive [Archive It]. Any content behind password protection or login would not be captured by the ADAH. Check with the ADAH website at www.archiveit.org/organizations/62 to ensure your agency and social media page(s) are captured and preserved. If your agency's website and social media page(s) are not captured by the service, please contact the Archives Division at 334-242-4452 to get them included.

Administering Internal Operations: Managing Finances

Note: As of April 2021, the Alabama Department of Labor is the agency responsible for providing certain financial and accounting service support to the Alabama Women's Commission.

Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Records of original entry or routine accounting transactions, such as journals, registers, ledgers, and receipt books, and records of funds deposited outside the state treasury

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Purchase and Repair Order Documents

Disposition: Temporary Record. Retain for life of warranty.

Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Records documenting contracts for services or personal property

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Records documenting the bid process (including requests for proposals and unsuccessful responses)

Disposition: Temporary Record. Retain for 10 years after the award of the contract.

Agency Audit Reports

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created.

Records documenting the application for, award of, receipt and disbursement of, and reporting of expenditure of federal funds received through grants and federal funds

Disposition: Temporary Record. Retain 6 years after submission of final expenditure report.

Records documenting the unsuccessful application for grants and federal funds

Disposition: Temporary Record. Retain 1 year.

Administering Internal Operations: Managing Human Resources

Note: As of April 2021, the Alabama Department of Labor is the agency responsible for providing certain human resources support to the Alabama Women's Commission.

Job Recruitment Materials

Disposition: Temporary Record. Retain 1 year after audit.

Application Materials

Disposition: Temporary Record. Retain 1 year.

Position Classification Questionnaire

Disposition: Temporary Record. Retain 4 years after reclassification of the position.

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm.

Records documenting payroll deduction authorizations

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting payroll deductions for tax purposes (including Form 941)

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Personnel File - Records documenting an employee's work history - generally maintained as a case file

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting employees' daily and weekly work schedules

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Records documenting employee hours worked, leave earned, and leave taken

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Records Documenting Leave Donations

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Records of Final Leave Status

Disposition: Temporary Record. Retain record of individual employees' cumulative leave 6 years after separation of employee from the agency.

Employee Flexible Benefits Plan Files (Applications and Correspondence)

Disposition: Temporary Record. Retain 6 years after termination of participation in program.

Records documenting the State Employee Injury Compensation Trust Fund (SEICTF) Claims

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting Equal Employment Opportunity Commission (EEOC) Charges of Discrimination

Disposition: Temporary Record. Retain 6 years after final dispensation.

Equal Employment Opportunity Commission Case Files

Disposition: Temporary Record. Retain 3 years.

Employee Administrative Hearing Files

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records Documenting Employee Grievances (Internal Complaints)

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting complaints against the agency and its employees from outside the agency (made by members of the public, officials, or supervisees, etc.)

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records (maintained separately from employee personnel file) documenting employee disciplinary proceedings and appeals of formal reprimands, demotions, transfers, or terminations resulting from a grievance or complaint

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting the administration of the unemployment compensation program

Disposition: Temporary Record. Retain 6 years after conclusion of eligibility.

Administering Internal Operations: Managing Properties, Facilities, and Resources

Note: As of April 2021, the Alabama Department of Labor is the agency responsible for providing certain property, facility, and resource management support to the Alabama Women's Commission.

Semiannual Property Inventory Lists

Disposition: Temporary Record. Retain 2 years. (Code of Alabama 1975 § 36-16-8[1]).

Agency Copies of Transfer of State Property Forms (SD-1)

Disposition: Temporary Record. Retain 1 year after property audit.

Property Inventory Cards and/or Computer Files

Disposition: Temporary Record. Retain 1 year after property audit.

Property Inventory Affidavits

Disposition: Temporary Record. Retain 1 year after property audit.

Receipts of Responsibility for Property

Disposition: Temporary Record. Retain until return of item to property manager.

Records documenting the use, maintenance, ownership, insurance, and disposition of vehicles owned by the agency

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the vehicle was removed from the property inventory.

Real Property Renting/Leasing records

Disposition: Temporary Record. Retain 6 years after the termination of lease or rental agreement or until agency is audited and audit report is released, whichever is longer.

Facilities/Building Security Records (including visitor logs)

Disposition: Temporary Record. Retain 1 year.

Motor Pool Vehicle Use Records

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Insurance Policies/Risk Management Records

Disposition: Temporary Record. Retain 6 years after termination of policy or membership.

Building Maintenance Work Orders

Disposition: Temporary Record. Retain 1 year.

Records Documenting Vehicle Use/Mileage

Disposition: Temporary Record. Retain 1 year.

Requirement and Recommendations for Implementing the Records Disposition Authority (RDA)

Requirement

Under the Code of Alabama 1975 § 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Agency as stipulated in this document.

One condition of this authorization is that the Agency submit an annual Records Disposition Authority (RDA) Implementation Report on its activities, including documentation of records destruction, to the State Records Commission.

Unless otherwise stipulated in this document, the Agency must transmit all permanent records which are no longer in active use to the ADAH.

Recommendations

In addition, the Agency should make every effort to establish and maintain a quality record-keeping program by conducting the following activities:

The Agency should designate a staff member in a managerial position as its records liaison/records manager, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.

Permanent records in the Agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation. ADAH archivists are available to work with Agency staff in determining the best location and storage conditions for permanent records.

Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis—for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the Open Meetings Act, audit requirements, or any legal notice or subpoena.

The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent

records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.

Electronic mail contains permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA's requirements, the office should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the Agency and inspect records destruction documentation. Agency records managers and/or the ADAH archivists are available to instruct the staff in RDA implementation and otherwise assist the Agency in implementing its records management program.

The State Records Commission adopted this records disposition authority on April 28, 2021.

Steve Murray, Chairman
State Records Commission

Date

By signing below, the agency acknowledges receipt of the retention periods and requirements established by the records disposition authority.

Sarah Skipper, Executive Director
Alabama Women's Commission

Date